

# Y2K INFORMATION TECHNOLOGY DIRECTIVE

NUMBER: 1999-04	
SUBJECT: Continuity Planning for Business (CPB) Reporting Milestones	DATE ISSUED: August 17, 1999
REFERENCES: Governor's Executive Order D-3-99	SUPERSEDES:

To: Agency Secretaries  
Department Directors  
Chief Information Officers  
Year 2000 Project Managers

From: DEPARTMENT OF INFORMATION TECHNOLOGY

As you are aware, the Department of Information Technology (DOIT), through the Year 2000 (Y2K) Program Management Office (PMO), has established a program to track the progress of the State's Continuity Planning for Business (CPB) efforts. The Y2K PMO established three key milestones against which the PMO will measure the State's progress: *Analysis*, *Plan Development*, and *Readiness*. The completion dates for these milestones are June 30, 1999, September 1, 1999 and October 15, 1999, respectively. In addition, the Y2K PMO set an interim milestone completion date of August 2, 1999 for draft plans to help track progress toward completion of final CPBs.

As noted above, each entity should have completed the analysis stage by June 30, 1999 and a draft CPB by August 2, 1999. To help ensure that entities are on track with their CPB activities, the Y2K PMO is currently contacting entities to discuss their progress and/or obtain supporting documentation (worksheets, documents supporting core business processes, draft plans, etc.).

Following is a brief description of the documentation that should be submitted to the Y2K PMO upon completion of the remaining stages (i.e., Plan Development and Readiness stages).

**Plan Development Stage** – Each entity must submit a copy of its CPB to the Y2K PMO upon completion, but no later than **September 1, 1999**.

**Readiness Stage** – Each entity will be required to certify its CPB readiness (e.g., completion of CPB testing, training, etc.) by October 15, 1999. The Y2K PMO is developing a standardized form and will distribute the form to entities by mid-September 1999.

For additional information on the CPB stages, please refer to the *CPB Initial Report Instructions* document, which is available on the Year 2000 web site at the following address:

<http://www.year2000.ca.gov/publications/default.asp#continuity>

During the next week, Y2K PMO staff may contact your entity's CPB project manager to discuss these milestones. If you have any questions, please contact your Y2K PMO Oversight Manager or the Y2K PMO at [project.office@emc.ca.gov](mailto:project.office@emc.ca.gov) or (916) 464-3688.



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